

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	27-32-02	4
	Date Filed	Effective Date
	December 14, 2005	March 31, 2006
Authority/References KRS 196.030, 196.035, 439.600, 439.630 P & P ACA Standard 3-3117, 3-3118, 3-3119, 3-3120, 3-3121, 3-3122, 3-3123, 3-3124,	Subject COMMUNITY BASED VOLUNTEER CITIZEN INVOLVEMENT	

I. DEFINITIONS

As used in this document, the following definitions apply:

“Citizen” means any person not employed by the Department of Corrections.

“Direct service role” means a role in which a citizen volunteer provides any service directly to a person under the supervision of the Division of Probation and Parole without the mediation or intervention of an employee of the Department of Corrections.

“Professional faith-based services” means services such as counseling which are normally only provided by individuals specifically recognized by a church body as capable and trained to deliver such services.

“Professional services” means services which are normally only performed by a person duly licensed or certified to deliver those services in accordance with state and federal laws and regulations.

“Volunteer” means any person who provides services to the Division of Probation and Parole or an offender under the supervision of the Division of Probation and Parole without expectation of remuneration or favor of any kind.

“Volunteer group” means a pre-established group of people who provide services to the Division of Probation and Parole or an offender under the supervision of the Division of Probation and Parole without expectation of remuneration or favor of any kind.

II. POLICY and PROCEDURE

The Division of Probation and Parole shall make efforts to secure volunteer citizen involvement in its programs and operations. (3-3117)

A. The Division of Probation and Parole shall secure volunteer citizen involvement through the following recruitment practices: (3-3118)

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1. The Division of Probation and Parole may initiate recruitment efforts in order to meet specific needs or on a continuing basis at the direction of the Administrator of Field Services or his designee.
 2. Recruitment may be done through general invitations to anyone wishing to participate or through a targeted effort directed at one individual or group.
 3. To insure diversity, the Division of Probation and Parole shall recruit individuals from all cultural and socioeconomic segments of the community. (3-3120)
- B. The Division of Probation and Parole shall select only appropriate individuals based upon the following: (3-3118)
1. Any volunteer or member of a volunteer group wishing to participate shall:
 - a. Complete a volunteer application as approved by the Administrator of Field Services;
 - b. Successfully pass a background check as outlined in CPP 3.6;
 - c. Complete a verbal interview with the Administrator of Field Services or his designee; and
 - d. Complete a waiver, release and confidentiality agreement as approved by the Administrator of Field Services. (3-3124)
 2. Upon completion of these steps, the Administrator of Field Services or his designee shall review all documents for truthfulness and appropriateness of the volunteer. Based upon the application, verbal interview, and background check, the Administrator of Field Services or his designee shall approve or deny the volunteer participation.
 3. The volunteer shall be contacted within five working days of this decision. This contact shall be in writing and shall clearly define the tasks that the volunteer is authorized to perform. (3-3118)
- C. The Division of Probation and Parole shall train each volunteer. (3-3118)
1. Before assuming any role with the Division of Probation and Parole, a volunteer shall complete a training course approved by the Administrator of Field Services. This course shall include at a minimum: (3-3122)
 - a. An overview of the Department of Corrections;

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- b. An overview of the Division of Probation and Parole; and
 - c. A review of applicable Corrections Policies and Procedures with particular emphasis on the confidentiality and security of information. The volunteer shall agree in writing to abide by all Corrections Policies and Procedures. (3-3123)
 - 2. All training shall be documented and this documentation kept on file along with the volunteer application, waiver, release, and confidentiality agreement, and other pertinent materials. (3-3122)
- D. The specific role and associated tasks that a volunteer is authorized to perform in the Division of Probation and Parole shall be clearly defined in writing and shall be distributed to all personnel involved.
 - 1. Roles that a volunteer may perform include: (3-3117)
 - a. advisors;
 - b. interpreters between the program and the public;
 - c. direct service roles; or
 - d. cooperative endeavors with offenders.
 - 2. Volunteers shall not perform professional services unless certified or licensed to do so. (3-3121)
 - a. The volunteer shall present proof of licensure or certification during the application process.
 - b. The volunteer shall keep licenses and certifications current while participating as a volunteer with the Division of Probation and Parole.
 - c. All secular certifications or licenses shall be granted by a state or federally recognized organization.
 - d. Volunteers delivering professional faith-based services shall be licensed or ordained by an established church body.
- E. Volunteers of the Division of Probation and Parole shall have no authority except that explicitly given to them at the time of written approval. At no time does a volunteer of the Division of Probation and Parole have or assume the authority

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granted by law to probation and parole officers or employees of the Department of Corrections. (3-3118)

- F. Volunteers shall work directly with or be supervised by an employee of the Division of Probation and Parole. The Administrator of Field Services or his designee shall assign staff members to these roles. The volunteer shall be accountable to assigned staff members and shall make all requests or reports to that staff member. The staff member shall report as usual to his immediate supervisor. (3-3118, 3-3119)

- G. The Division of Probation and Parole shall extend participation in its programs to a volunteer for an initial period of one year. Participation may then be extended by the Administrator of Field Services or his designee in two year increments based upon need and performance. (3-3118)

- H. The Administrator of Field Services may remove a volunteer from service immediately if:
 - 1. The volunteer violates the provisions of Corrections Policy and Procedure;
 - 2. The volunteer violates any law of the Commonwealth of Kentucky;
 - 3. The volunteer acts against the interest of the Division of Probation and Parole, the Department of Corrections, or the Commonwealth of Kentucky; or
 - 4. The volunteer acts in any fashion deemed inappropriate by the Administrator of Field Services.